

Worksite Coordinator Responsibilities
(Free Short Sleeve T-Shirt)

Mid September	Worksite Coordinators meet at 219 East Cherry Ave, in the first floor Board of Supervisor's Room. Receive promotional materials, entry forms, and wall charts.
Late Sept. to Early Oct.	Distribute entry forms to employees via inter-office mail, email, paychecks, etc. Put up Aerobic Winter Challenge posters.
October	Recruit Team Leaders. Decide on team names.
October 8 to October 21	Registration – on-line at http://coconino.az.gov/awc/ or turn in a hard copy to the Heartbeat Program.
By October 28	T-shirt and entry fees due to you from the Team Leaders. *T-shirts need to be ordered at time of registration. Checks should be made out to <i>Heartbeat</i> . The non-refundable entry fee is \$2 per person. Please have Team Leaders send EACH TEAM'S money separately , attached to the Team Receipt they can download from the website. This enables us to correct problems more easily.
By November 1	Send activity logs, guidelines, monthly reports, and wall charts to Team Leaders
November 1	The Challenge begins!
By November 4	T-shirt and entry fee money due to Heartbeat Office
By Dec. 2, Jan. 10, Feb. 3, Mar. 3	Team monthly reports are due to the Worksite Coordinators <u>on or before</u> this date from the Team Leaders
By Dec. 5, Jan. 11, Feb. 6, Mar. 6	Team monthly reports are due to the Heartbeat office <u>on or before</u> this date to be eligible for monthly prizes
December 15	Heartbeat staff distributes T-shirts to Worksite Coordinators
Dec. 15, Jan. 17, Feb. 16, Mar. 16	Heartbeat staff distributes monthly prizes and newsletter to Worksite Coordinators
February 28	The Challenge ends
March 16	Heartbeat staff distributes monthly and grand prizes, newsletters, and evaluations
March 24	Evaluations due to the Heartbeat Office
March 31	Prizes distributed to random winners from those who complete the evaluation